

**BY ORDER OF THE COMMANDER
AIR FORCE SPACE COMMAND**



AIR FORCE INSTRUCTION 11-402

**AIR FORCE SPACE COMMAND
Supplement 1**

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Flying Operations

**AVIATION AND PARACHUTIST SERVICE,
AERONAUTICAL RATINGS AND BADGES**

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The OPR for this supplement is HQ AFSPC/DOSH (Maj Scott P. Morgan). This supplement implements and extends the guidance of Air Force Instruction (AFI) 11-402, Aviation And Parachutist Service, Aeronautical Ratings And Badges. The AFI is published word-for-word without editorial review. Air Force Space Command (AFSPC) supplemental material is indicated in bold face. This supplement describes AFSPC's procedures for use in conjunction with the basic AFI. It applies to HQ AFSPC and subordinate units. Submit recommendations for change (AF Form 847) to HQ AFSPC/DOSH, 150 Vandenberg St., Ste 1105, Peterson AFB CO 80914-4200. This publication does not apply to the Air Force Reserve nor Air National Guard units. Subordinate units are not authorized to supplement AFI11-402. The reporting requirements in this directive are licensed under RCS: HAF-XOO(A&AR)8601 & 8602. Upon receipt of this integrated supplement discard the Air Force basic publication.

SUMMARY OF REVISIONS

The revision of this publication is to meet the format standards required by Air Force. No content material has changed. Some required format changes have been made to allow for the conversion process.

1.4. MAJCOM is HQ AFSPC for AFSPC units. Mailing address for aviation service actions is HQ AFSPC/DOSH, 150 Vandenberg St., Ste 1105, Peterson AFB CO 80914-4200. Command channels are Wing or missile Group; Numbered Air Force (NAF); and HQ AFSPC (applicable office).

1.4.1. (Added) HQ AFSPC Suspenses:

1.4.1.1. Flying Evaluation Boards (FEB). Units should forward complete package within 25 working days of board adjournment to NAF Commander and original plus one copy to HQ AFSPC/DOSH. NAF Commander should forward recommendations within 15 working days of receipt.

1.4.1.2. Aeronautical Rating Boards (ARB). Wing or Missile Group Commander forwards completed package to NAF Commander within 10 working days of board adjournment and original to HQ AFSPC/DOSH. NAF Commander forwards recommendations within 10 working days of receipt to HQ AFSPC/DOSH. HQ AFSPC/DO decision should be within 20 workdays of receipt of all recommendations.

1.4.1.3. Waivers of FEB and Voluntary Disqualification in lieu of FEB (VILO). Waivers to FEB are due to NAF/CC and HQ AFSPC/DOSH within 15 working days of receipt of request from rated officer. When mailing to HQ AFSPC/DOSH send original plus one copy. Recommendations of NAF/CC are due to HQ AFSPC/DOSH within 7 working days of package receipt. HQ AFSPC/DO decision due within 30 working days of receipt of all recommendations.

1.4.1.4. Aircrew Evaluation Board (AEB). (Nonrated only) Wing or Missile Group/CC recommendations should be forwarded to HQ AFSPC/DOSH within 10 working days of adjournment. HQ AFSPC/DOSH decision due within 20 working days of receipt.

1.4.1.5. All other aviation service packages not listed above are due to HQ AFSPC/DOSH within 15 working days of application (or suspension under AFI11-401). Rated packages should be routed through NAF Commander with a copy mailed to HQ AFSPC/DOSH. NAF should forward recommendations within 10 working days of receipt. Nonrated packages should be routed through Wing or Missile Group to HQ AFSPC/DOSH. Final decision is due within 30 working days of receipt of all recommendations.

1.4.1.6. To minimize delays, AFSPC units should "express mail" FEB and waivers of FEB packages to HQ AFSPC/DOSH, and NAF CC. Reviewing authorities should then telefax their commander's and legal reviews (if applicable) to HQ AFSPC/DOSH. Original reviewing authority documentation should be forwarded through normal channels.

2.13.1. Authority to convene an Aeronautical Rating Board is delegated to NAF Commanders concurrent with Wing or Missile Group Commanders.

3.6.1. An officer who separates while suspended from aviation service as prescribed in AFI11-401, must have the suspension cleared prior to aviation service becoming invalid. Do not release flight records folder until this occurs. Record may be sent to forwarding address after all required actions are complete.

3.6.2. Requests to extend Aviation Service Code 04 assignment beyond 180 days must include justification and be sent to HQ AFSPC/DOSH. Include approximate date for completion.

4.3.3. The individual may use Attachment 30 to request a waiver to an FEB. Attachment 29 is the Commander's format for offering the officer that opportunity.

4.4.2. Authority to convene an FEB is delegated to NAF Commanders concurrent with Wing or Missile Group Commanders.

4.6.5. If reconvening/rehearing of the board is considered appropriate by any reviewing authority, immediately notify HQ AFSPC/DOSH by message, indicating the reasons why board is reconvening or a rehearing is appropriate.

4.7.1.1.3. Appropriate authorities are NAF CC, HQ AFSPC/DO and HQ AFPC/DPMROY. Include request for personnel assignment Code 44 to be assigned by HQ AFPC.

5.6.2. The Wing or Missile Group commander is reviewing authority for nonrated aircrew members disqualification actions. HQ AFSPC/DOSH is the approval authority.

5.7.1.2. Unit Commanders will immediately notify the Host Operations System Management Office (HOSM) when nonrated enlisted PCS/PCA or suspension actions are pending.

5.8.1.1. (Added) Disqualification packages, with recommendations of reviewing authorities, are forwarded to HQ AFSPC/DOSH. Packages will be assembled and tabbed as follows:

5.8.1.1.1. Letter of Notification to Individual (use Attachment 31(Added)).

5.8.1.1.2. Summary of Training Progress.

5.8.1.1.3. Complete Training and Aircrew Qualification Record (include prior flying experience if available).

5.8.1.1.4. Any other relevant material.

5.8.1.2. (Added) Failure to Complete a Formal School. The flight commander will initiate one of the following actions for aircrew members who fail to complete initial qualification while attending formal school:

5.8.1.2.1. Assign Aviation Service Code (ASC) 04 (Suspended) and initiate disqualification action for failure to attain aircrew qualification or:

5.8.1.2.2. In cases where an aircrew member has severe personal problems that may be resolved if assigned to non flying duties advise individual of option to apply for humanitarian disqualification (para 5.9.3.).

5.8.1.2.3. Aircrew members who self-initiate elimination from a formal school should not normally request voluntary disqualification from aviation service.

5.11. Aircrew Member Duty Position Validation. Only DAFSC's listed within AFI65-503 may be given an X-prefix. To add DAFSC's to AFI65-503 use the following procedures: (1) Commander submits package with justification (listing specific in-flight duties) to the Wing or Missile Group/CC. Wing or Missile Group/CC forwards to NAF (applicable office); (2) NAF forwards to appropriate office at HQ AFSPC. **NOTE:** Coordination with HQ AFSPC/DOSH is required prior to forwarding to HQ AFSPC/DO. Final approval authority is HQ USAF/XOOT.

6.6. Personnel placed on aeronautical orders must be held to the minimum number necessary to perform taskings. Requests for aeronautical orders must be submitted to the HOSM no later than 5 days prior to the month in which the flights will be flown.

6.7.1. HQ AFSPC/DOSH validates and allocates man-year requests. When requesting man-years across commands (e.g. - personnel belong to AFSPC, but aircraft belong to AMC) ensure a Memorandum of Agreement (MOA) is attached to request. **NOTE:** Command of individual assignment allocates man-years.

6.7.1.1. Justification for man-years must be specific about essential inflight duties for each AFSC requested. Ground duties or observation of aircrew/passengers are not inflight duties. Return requests for multiple AFSCs with the same justification or the justification is vague.

6.7.1.5. Unit inputs are forwarded to the HOSM office for consolidation. The HOSM office reviews for accuracy and forwards consolidated Wing or Missile Group (MAJCOM) request to HQ AFSPC/DOSH by 15 June.

6.7.1.6. (Added) Mid- and final-fiscal year reports are consolidated and mailed to arrive at HQ AFSPC/DOSH NLT 15 April and 15 October, respectively.

6.7.2.3. Man-year managers should ensure individuals turn in all AFTO 781's within 3 days of flight or return from TDY. Requests for return of man-months after close out must have specific justification as to why the individual was not accounted for or paid prior to end of FY report.

A4.29. (Added) Commander's Format For Offering An Officer The Opportunity To Request Waiver Of An FEB.

A4.30. (Added) Individual's Format For Requesting Waiver Of An FEB.

A4.31. (Added) Format for Notification of Aviation Service Review.

Attachment 29 (Added)

**COMMANDER'S FORMAT FOR OFFERING AN OFFICER THE OPPORTUNITY
TO REQUEST WAIVER OF AN FEB
(Appropriate Letterhead)**

MEMORANDUM FOR (Officer concerned)

FROM: Unit Commander (full address)

SUBJECT: Elimination from USAF Operational Training Course

1. You are hereby removed from participation in USAF Operational Training Course _____. The reason for this action is your inability to show satisfactory progress in meeting training standards. Specifically.....(Provide brief summary of training deficiencies.)
2. In accordance with AFI 11-402AFSPC1 , I am offering ou the opportunity to request waiver of a Flying Evaluation Board (FEB) as a prerequisite for elimination from the training program. The reasons for this decision are as follows:
 - a. Your unsatisfactory flying training progress is due to factors unique to the course of instruction; your training progress in academic/simulator areas is otherwise satisfactory.
 - b. Your performance of basic flying skills is satisfactory.
 - c. You have displayed qualities of judgment commensurate with your experience level.
 - d. You have not displayed dangerous tendencies in the performance of flying maneuvers common to your rated specialty.
 - e. Your failure to meet course standards is not due to factors within your ability to control.
3. Military legal counsel (name, grade, duty address, adn duty telephone) has been obtained to advise you of your rights under FEB action and FEB waiver action. You will be provided complete access to your training records for review with your counsel.
4. Acknowledge receipt of this communication and return it to me within 5 workdays.

(Training Flight Commander's
Signature, Grade, Duty Title)

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Attachment 30 (Added)

**INDIVIDUAL'S FORMAT FOR REQUESTING WAIVER OF AN FEB
(Appropriate Letterhead)**

MEMORANDUM FOR (Unit Commander, full address)

FROM: (Individual Concerned, full address)

SUBJECT: Request for Waiver of Flying Evaluation Board (FEB)

1. Receipt of your letter (date), Subject: Elimination from USAF Operational Training Course_____, is acknowledged. I (elect)(do not elect) to request waiver of an FEB. (Paragraph 2 is not applicable to those officers who do not elect a waiver of an FEB.)
2. This request is submitted after consultation with legal counsel and with the understanding that:
 - a. Approval of the request for waiver entails waiving my right to challenge the elimination action.
 - b. This request can be disapproved at MAJCOM or below and I can be directed to reenter training.
 - c. This request is subject to disapproval by Headquarters AFSPC or any lower command authority and I could be directed to appear before an FEB.
 - d. Final approval authority is HQ AFSPC/DO.
 - e. My elimination from this course may preclude entry into a similar training program.

(Signature, Grade)

The preceding statement of (officer's name) was his/her decision, signed by him/her after he/she was fully counseled by myself on his/her rights and privileges.

(Signature of Counsel)

(Typed Name, Grade, USAF)

Attachment 31 (Added)**FORMAT FOR NOTIFICATION OF AVIATION SERVICE REVIEW****(Appropriate Letterhead)**

MEMORANDUM FOR (Individual concerned)

FROM: (Unit Commander, full address)

SUBJECT: Notification of Aviation Service Review

1. As a result of your suspension from aviation under AFI11-402, paragraph (list applicable number and title), a determination must be made concerning your continued aviation status.
2. If the circumstances which prompted your suspension are substantiated, I intend to recommend that you (remain qualified for (be disqualified for) aviation service based upon the following: (summary of rationale for recommendation).
3. You have 10 days from receipt of this letter (# or 10 days from the conclusion of court proceedings or investigation under UCMJ Article 32) to provide statements or documents on your behalf.
4. The statements or documents you provide will be included in a file to be forwarded through command channels for review and further recommendation concerning your future aviation status. Final action will be determined by HQ AFSPC/DO (DOSH) if non-rated).
5. Acknowledge receipt of this letter and return it to me within 2 working days.

 (signature) (unit commander)

cc:

HOSM

1st Ind, (Individual)

(date)

TO: (Unit Commander)

1. I acknowledge receipt of this letter.
2. I (do) (do not) intend to submit statements or documents on my behalf.

 (signature) (typed name, grade)

Do not use if court proceedings are not involved.

For Official Use Only
 ROBERT C. HINSON, Maj Gen, USAF
 Director of Operations